



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Rob Spillar, Director *Rob Spillar*  
Austin Transportation Department

**DATE:** May 6, 2015

**SUBJECT:** Clarification Memo for Item #20—Approve designation of Council alternates for the Capital Area Metropolitan Planning Organization Transportation Policy Board.

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The May 7th City Council agenda includes an item for the Mayor and Council's consideration to approve designation of Council alternates for the Capital Area Metropolitan Planning Organization Transportation Policy Board (TPB). The purpose of this action is to update and simplify actions taken by previous Councils.

Prior Councils identified eligible council members by name that were authorized to serve as alternates to absent TPB members. The corrected proposed language allows any of the appointed TPB council members to serve as alternates to another City of Austin TPB member as long as proper notification to the CAMPO Executive Director is provided per CAMPO Board Policies.

The original below the line information and resolution were in error as originally written, with conflicting information. The revised versions correct those oversights. ATD is submitting the corrective language to the below the line language and resolution (see attached).

A copy of the CAMPO bylaws on alternates is also attached.

xc: Marc Ott, City Manager  
Jannette Goodall, City Clerk  
Anne Morgan, Interim City Attorney

Attachment: Proposed Substitute Below the Line Language

***Proposed Substitute Below the Line Language***

The Capital Area Metropolitan Planning Organization (CAMPO) is the official Metropolitan Planning Organization (MPO) for the Central Texas region. An MPO is a federally funded and required transportation policy-making body with representatives from local jurisdictions and transportation service providers. The purpose of an MPO is to provide a continuing, cooperative, and comprehensive (“3 C”) transportation planning process. Federal funding for transportation is channeled through the MPO planning process specified by federal law) 23 USC § 134 and 49 USC § 5303).

CAMPO is governed by the Transportation Policy Board (TPB), which provides policy guidance and direction for the continuing transportation planning process. The TPB has ultimate responsibility for the total transportation process including, but not limited to, review and approval of the recommended transportation plan and transportation improvement program. There are 20 voting members of the board with a Chairperson and a Vice-Chairperson. The TPB meets on a monthly basis and requires at least 10 members of the TPB to be present to have a quorum to conduct business. Of the 20 voting TPB members, the City of Austin is represented by four members of the City Council. A TPB member may appoint a proxy to attend and speak at the meeting, but that proxy does not count towards quorum nor can the proxy vote, unless designated by the organization’s appointing body as an alternate.

Based on information provided by the CAMPO Executive Director and as stated on the CAMPO bylaws, the City Council (the appointing body for the City of Austin), may appoint TPB alternates in case a Council Member representative is unable to attend a TPB meeting, thus allowing the alternate to vote and count towards quorum. Previous Councils have passed a resolution that allows any one of the Council Members serving on the TPB to designate a Council member to serve as the board member’s alternate to exercise some or all of that board member’s authority by giving written notice to CAMPO’s Chair prior to the board meeting for which the Mayor or Council member is designated as an alternate.

The change in policy proposed in the resolution would allow Council TPB members to be designated to serve as the board member’s alternate and proxy.